

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

Long Beach Child and Adolescent Program in Long Beach is seeking a highly qualified individual for our child and adolescent clinic. This individual must possess the ability to function fluidly in a fast paced, mental health clinic environment and must be skilled at providing customer service.

EXAMPLES OF DUTIES:

- Manage the busy phones in this child crisis clinic and keep track of staff in order to effectively transfer calls.
- Possess the ability to learn and follow the clinic's policies and procedures with respect and courtesy.
- Confirm doctor's and clinician's appointments.
- Receive and log payments from clients. Engage in faxing, filing, and organizing projects.
- Possess a strong knowledge of computer programs: Word, Excel, Outlook, Integrated System (IS).
- Be proficient at Avatar/IBHIS.

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish is a plus
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Strong verbal and written communication skills
- Being highly motivated and possess a strong work ethic
- Ability to work independently and as a team player
- Strong customer service skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations to:

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Long Beach child and Adolescent Program
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(562) 599-9271 Fax: (562) 218-6578